



**JOB ANNOUNCEMENT**  
**08-20**

**OPEN TO:** All interested candidates

**POSITION:** Administrative Clerk (NEC)

**OPENING DATE:** May 9, 2008

**CLOSING DATE:** May 23, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*EFM/MOH/NOR: Position Grade Level: (to be confirmed by Washington)  
\*Ordinarily Resident: Position Grade Level: FSN-6;

**LENGTH OF HIRE:** Temporary position – less than two years from the date of hire.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Sarajevo is seeking an individual for the Administrative Clerk position in our Overseas Buildings Operations Office.

**BASIC FUNCTION OF POSITION:**

Provides basic administrative and secretarial support for the Site Security Manager at the New Embassy Construction (NEC) site.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school is required.
2. At least two years of secretarial and/or clerical experience in construction is required.
3. Level III (good working knowledge) English and level III (good working knowledge) Bosnian is required.
4. Ability to use various software computer programs such as MS Word, Excel, Power Point, Outlook and Corel Draw required.

**SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving three months probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

#### **TO APPLY**

Interested applicants for this position must submit the following:

1. A current resume or curriculum vitae **in English** that provides the required information;
2. For candidates who claim U.S. Veterans preference, a copy of Form DD-214, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
Alipasina 45  
71000 Sarajevo  
or  
FAX: 033 220-699  
Or  
E-mail: SarajevoJobVacancy@state.gov

#### **POINT OF CONTACT:**

Tel: 033 445 700 ext. 2454

#### **CLOSING DATE FOR THIS POSITION:**

**May 23, 2008**

An Equal Opportunity Employer